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10 September 1980

OFFICE OF FINANCE NOTICE NO. 42-80

SUBJECT: Appointment of OF representative to the ADMAG.

1. The Administration Management Advisory Group (ADMAG) which meets the third Monday of each month, is a voluntary group composed of nine representatives, one from each of the functional offices of the Directorate and a representative from the MG Career Sub-Group. The ADMAG provides an unofficial forum for maintaining a dialogue between senior Directorate management and employees of the DDA. The ADMAG is responsible for identifying and studying issues and problems affecting the plans and activities of the Directorate and for making recommendations thereon to the DDA.

2. In pursuit of the above chartered responsibilities, all Directorate employees are invited to counsel and advise their respective representative of the ADMAG. The ADMAG, however, is not a sounding board for individual grievances or EEO concerns.

3. On 28 July 1980, Ms. [REDACTED] was appointed as the OF representative to the ADMAG. Her room number is 5B2830, Hqs. and telephone extension is [REDACTED]. Since OF wishes to have effective and responsive representation on the ADMAG, all OF personnel are encouraged to contact Ms. [REDACTED] to discuss possible topics and/or to make suggestions to carry to the next ADMAG meeting on 22 September.

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Edward L. Sherman